

Dear Parent / Carers,

Summer Exams 2024 - Action Required

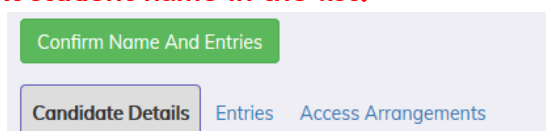
We are currently entering students with the examination boards for exams taking place in summer 2024. As part of the process we require parents / students to confirm exam entries by following the instructions below:

1. If you have previously registered an account with www.schoolworkspace.com please jump to step 10
2. To register an account type www.schoolworkspace.com into your internet browser
3. Select the 'login' icon
4. Select 'login to schoolworkspace'.
5. Enter your parent/guardian email address that is registered with the school
6. Click 'forgot password'
7. A 6-digit pin will be sent to the email address you have entered above
8. Enter this pin number and create and confirm a new memorable password (must be 8 characters and include a number and special character)
9. You can save the link as an icon on your device to enable easier access for the future.

10. Click on your son/daughters name
11. Click on the 'Entries' tab
12. Here you will see the subjects students have been entered for (*Please note that the date/start times are currently provisional. Should students have 2 exams scheduled for the same time, full details of the arrangements will be issued with exam timetables*)
13. **You are only confirming entries for exams labelled 'June Exams 2024'. Any exams outside of this are upcoming mock exams, and you do not need to confirm entries for these.**

View the entries and confirm these are correct by clicking on the green button 'Confirm Name and Entries', also remembering to check the tiers where applicable (i.e. higher / foundation)

If you have more than 1 child sitting exams in the summer, please repeat this process for ALL students by clicking on the 'Home' button and selecting the next student name in the list.



Please complete the confirmation by 9.00am - Friday 9th February '24.

14. Please Note: Fees listed are for information only. These will only be charged to students who have an unauthorised absence on the day of the exam.
15. Any queries with entries, please speak to your subject teacher immediately.

➤ **Exam contingency days**

The exam boards have built in 3 exam contingency dates, the afternoon of the 6th and 13th June and all day on 26th June. Please do not make any other arrangements on these dates, should exams need to be moved due to any national incident etc.

➤ **Exam booklet**

During tutor times this week, students have been issued with an 'Exam Booklet' to help them navigate the Exams season. This covers information about preparing for exams, right through to post results services available following results day. We have attached a copy for your reference.

Please visit the Exam Centre on the Gordano website for any further updates and information <https://www.gordanoschool.org.uk/students/exam-centre>.

Should you have any queries at any point during this process, please do not hesitate to contact exams@gordanoschool.org.uk.

Kind Regards

SJames

Sarah James
Examinations Manager

Att: Exam booklet